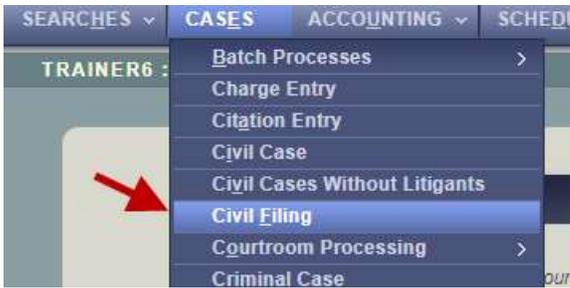


Entering Orders of Protection in FCE

1) To begin the case entry process, navigate to **Cases → Civil Filing**.



2) From the **Civil Filing** page –

a. Select **Filing Type** of **New Case**.

b. In the **Action Search** field, enter key words to retrieve, **“Petition for Temporary Order of Protection.”** Click on the entry once it appears.



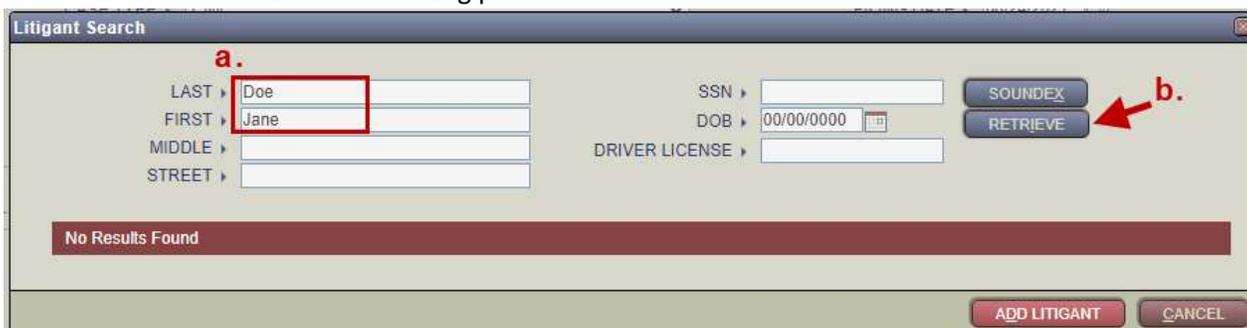
3) Scroll down and click the **Add Litigant** button.



4) From the **Litigant Search** pop-up window –

a. Enter the **Last Name** and **First Name** of the Petitioner.

b. Click **Retrieve** to search for matching parties.



5) Select a matching party or add a new party.

a. If a party is returned and it is certain that it is the same individual as the Petitioner, check the **Sel** checkbox of the known matching party.

b. Click **Add Litigant**.

Important: If it is not certain that any of the returned parties are the Petitioner, leave the Sel checkboxes unchecked and click the Add Litigant button. If no matching parties are returned, simply click the Add Litigant button.

SEL	NAME	DOB	SSN	DRIVER LICENSE	ADDRESS
<input type="checkbox"/>	Doe, Jane	10/12/1980			
<input checked="" type="checkbox"/>	Doe, Jane	01/01/2000			

6) From the **Litigant Add/Edit** page –

a. Select **Litigant Type** of **Petitioner**.

b. In the Party Information panel, add the DOB and Sex of the Petitioner. If additional information is available for the Petitioner, add it to the Party Information as well.

LITIGANT INFORMATION

*LITIGANT TYPE: **Petitioner**

AMOUNT CLAIMED: 0.00

EXEMPT:

BANKRUPTCY STAY:

PARTY INFORMATION

*LAST/COMPANY NAME: Doe

FIRST NAME: Jane

DOB: 01/01/2000

SEX: Female

7) Click **Save** at the bottom of the page after all available Petitioner information has been entered. This will add the Petitioner to the case, and you will be returned to the Litigant Search pop-up window.

CLERK COMMENT

SAVE **ALIASES** **CANCEL**

- 8) From the **Litigant Search** pop-up window –
 - a. Enter the Last Name and First Name of the Respondent.
 - b. Click Retrieve to search for matching parties.

Litigant Search

LAST ▶ Doe
 FIRST ▶ John
 MIDDLE ▶
 STREET ▶

SSN ▶
 DOB ▶ 00/00/0000
 DRIVER LICENSE ▶

SOUNDEX
 RETRIEVE

ADD LITIGANT CANCEL

- 9) Select a matching party or add a new party.
 - a. If a party is returned *and* it is certain that it is the same individual as the Respondent, check the **SEL** checkbox of the known matching party.
 - b. Click **Add Litigant**.
Important: If it is not certain that any of the returned parties are the Respondent, leave the Sel checkboxes unchecked and click the Add Litigant button. If no matching parties are returned, simply click the Add Litigant button.

Litigant Search

LAST ▶ doe
 FIRST ▶ john
 MIDDLE ▶
 STREET ▶

SSN ▶
 DOB ▶ 00/00/0000
 DRIVER LICENSE ▶

SOUNDEX
 RETRIEVE

1 - 1 of 1

SEL	NAME	DOB	SSN	DRIVER LICENSE	ADDRESS
<input checked="" type="checkbox"/>	Doe, John	12/31/2020			

ADD LITIGANT CANCEL

10) From the **Litigant Add/Edit** page –

a. Select Litigant Type of Respondent.

b. In the Party Information panel, enter all information available for the Respondent.

The screenshot shows the 'Litigant Add/Edit' form. The 'LITIGANT INFORMATION' section has a dropdown for '*LITIGANT TYPE' set to 'Respondent', indicated by a red arrow labeled 'a.'. Below it, a red box contains the text 'b. Enter all information available.' with three red arrows pointing down to the 'PARTY INFORMATION' section. The 'PARTY INFORMATION' section is divided into two columns. The left column contains fields for name (Last/Company, First, Middle, Suffix), mailing addresses, city, state, street addresses, and residence address. The right column contains fields for company, company rep, SSN, DOB, juvenile status, sex, eyes, hair, weight, height, language, race, and custody status. The example data shows a male named John Doe, born 12/31/2020, living at 123 Elm Street, Big Sky, MT 55555.

11) Click **Save** at the bottom of the page after all available Respondent information has been entered. This will add the Respondent to the case, and you will be returned to the Litigant Search pop-up window.

The screenshot shows the bottom of the form with a 'CLERK COMMENT' text area and three buttons: 'SAVE', 'ALIASES', and 'CANCEL'. A red arrow points to the 'SAVE' button.

Notes:

- If the Petitioner and Respondent are the only litigants named on the Petition, skip to Step 17.
- Family members should be added with the **Litigant Type** of **Subject**.
- Parties who are threatened but are not family members (e.g., neighbors or childcare providers), should be added with the **Litigant Type** of **Other Party**.
- **If the party is a minor, only enter the initials in the Last and First name fields.**
- **In the example below, a family member who is also a minor will be added.**

- 12) From the **Litigant Search** pop-up window –
 - a. Enter the Last Name and First Name, or initials of the Litigant.
 - b. Click Retrieve to search for matching parties.

Litigant Search

LAST → D
 FIRST → M
 MIDDLE →
 STREET →

SSN →
 DOB → 00/00/0000
 DRIVER LICENSE →

SOUNDEX
 RETRIEVE

ADD LITIGANT CANCEL

- 13) Select a matching party or add a new party.
 - a. If a party is returned *and* it is certain that it is the same individual as the Litigant, check the **Sel** checkbox of the known matching party.
 - b. Click **Add Litigant**.

Important: If it is not certain that any of the returned parties are the Litigant, leave the Sel checkboxes unchecked and click the Add Litigant button. If no matching parties are returned, simply click the Add Litigant button.

Note: If only initials are entered, the matching party will appear at or near the top of the search results.

Litigant Search

LAST → D
 FIRST → M
 MIDDLE →
 STREET →

SSN →
 DOB → 00/00/0000
 DRIVER LICENSE →

SOUNDEX
 RETRIEVE

1 - 10 of 118

SEL	NAME	DOB	SSN	DRIVER LICENSE	ADDRESS
<input type="checkbox"/>	Dagnillo, Michael Louis				Aurora, CO
<input type="checkbox"/>	Dagnone, Mario A				Lethbridge, AB
<input type="checkbox"/>	Dahigren, McKensy L				MT
<input type="checkbox"/>	Dalimata, Monica T				

ADD LITIGANT CANCEL

- 14) From the **Litigant Add/Edit** page –
 - a. Select the appropriate Litigant Type.
 - b. In the Party Information panel, add the DOB and Sex of the Litigant. If additional information is available for this Litigant, add it to the Party Information as well.

Litigant Add/Edit

LITIGANT INFORMATION

*LITIGANT TYPE → Subject
 ATTORNEY →

AMOUNT CLAIMED →
 EXEMPT →
 BANKRUPTCY STAY →

PARTY INFORMATION

*LAST/COMPANY NAME → D
 FIRST NAME → M
 MIDDLE NAME →
 SUFFIX →
 MAILING ADDRESS 1 →
 MAILING ADDRESS 2 →
 CITY →

COMPANY →
 COMPANY REP →
 SSN →
 DOB → 02/01/2018
 JUVENILE →
 SEX → Male
 EYES →

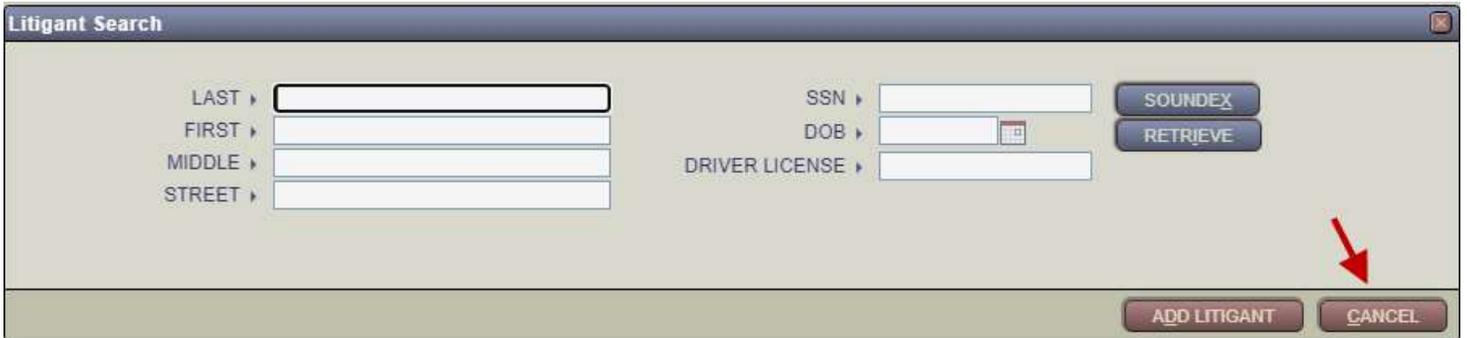
15) Click **Save** at the bottom of the page after all available Litigant information has been entered. This will add the Litigant to the case, and you will be returned to the **Litigant Search** pop-up window.



CLERK COMMENT

SAVE ALIASES CANCEL

16) **Add additional Litigants as necessary.** Once all Litigants have been entered, click the **Cancel** button in the Litigant Search pop-up window. You will be returned to the **Civil Filing** page.

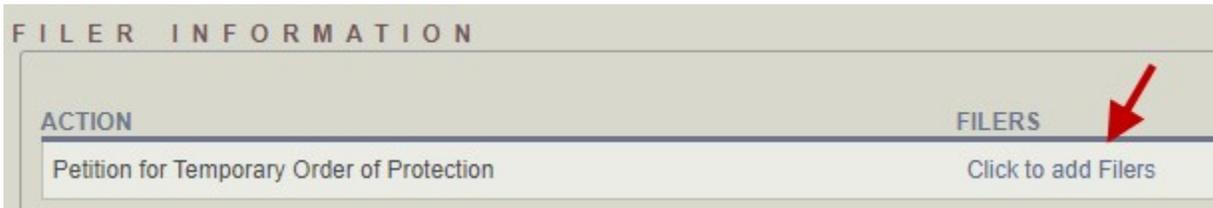


Litigant Search

LAST FIRST MIDDLE STREET SSN DOB DRIVER LICENSE SOUNDEX RETRIEVE

ADD LITIGANT CANCEL

17) Scroll down and click the **Click to add Filers** link.

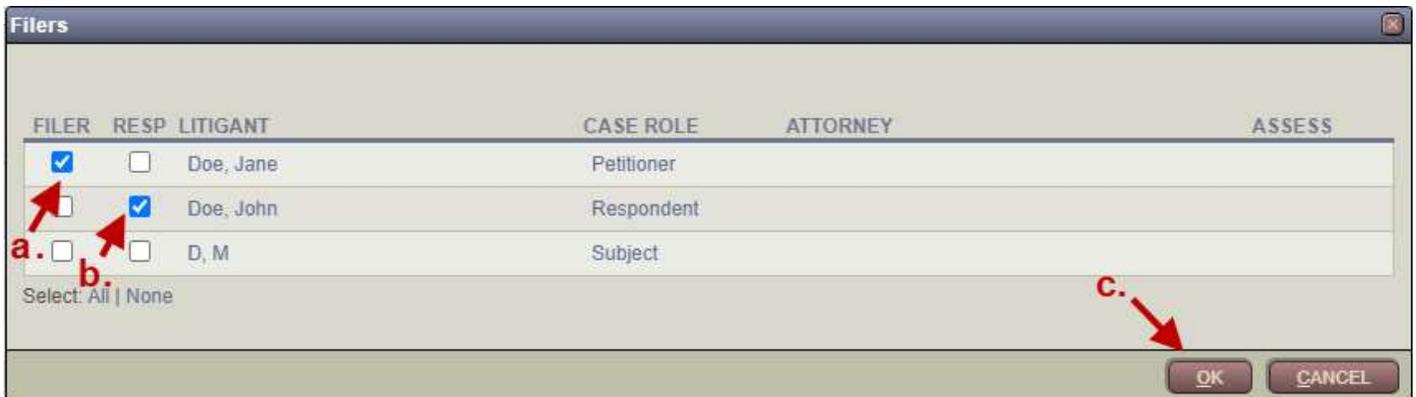


FILER INFORMATION

ACTION	FILERS
Petition for Temporary Order of Protection	Click to add Filers

18) From the **Filers** pop-up window –

- Check the **FILER** checkbox for the Petitioner.
- Check **RESP** checkbox for the Respondent.
- Click **OK**.



Filers

FILER	RESP	LITIGANT	CASE ROLE	ATTORNEY	ASSESS
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Doe, Jane	Petitioner		
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Doe, John	Respondent		
<input type="checkbox"/>	<input type="checkbox"/>	D, M	Subject		

Select: All | None

OK CANCEL

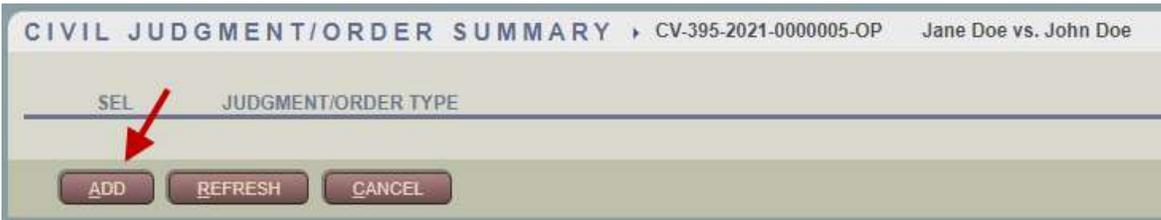
- 19) From the bottom of the **Civil Filing** page –
 - a. Select the **Petitioner** from the **RECEIVED OF** Selection List.
 - b. Click **Save**.

- 20) An ROA will appear with the new case number. Note the case number and click **Save** to save the ROA to the case.

- 21) From the Main Case page, open the **Judgment/Orders** page from the **Left-Hand Navigation** panel.

SEL	LITIGANT	STATUS	ROLE	ATTORNEY	CASE RELATIONSHIP
<input type="checkbox"/>	Doe, Jane		Petitioner		N

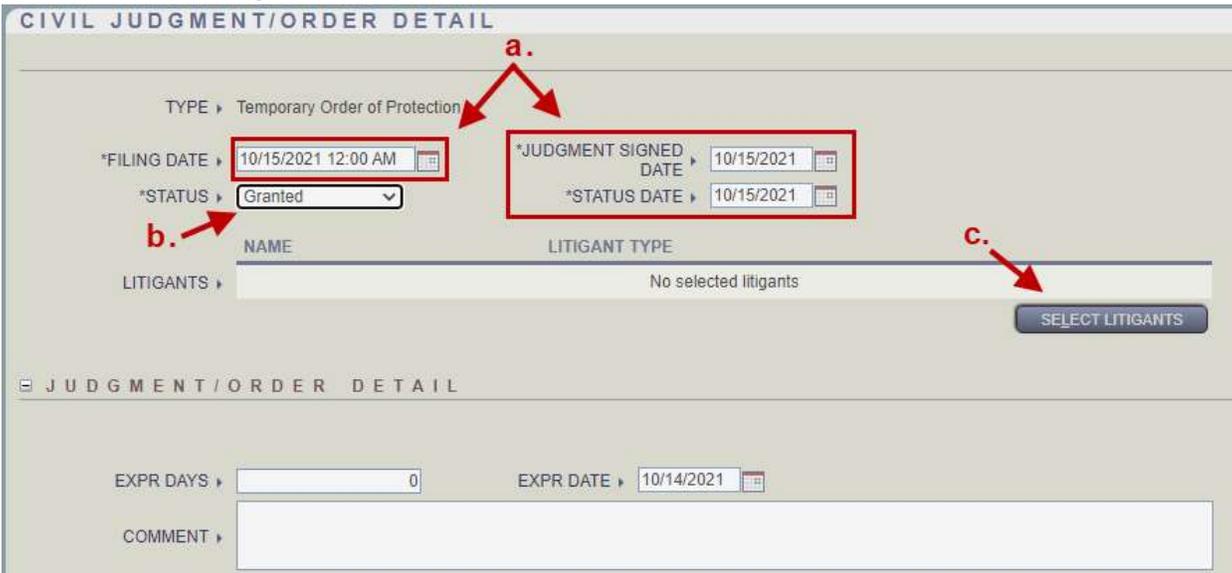
22) From the **Civil Judgment/Order Summary** page, click **Add**.



23) From the **Add Judgment/Order** pop-up window, select **Temporary Order of Protection** and click **Add**.



- 24) From the **Civil Judgment/Order Detail** page –
- a. Enter the **Filing, Judgment Signed, and Status Dates**.
 - b. Enter a **Status of Granted**.
 - c. Click the **Select Litigants** button.



- 25) From the **Select Litigants** pop-up –
- a. Click the **All** link to select all Litigants.
 - b. Click **OK**. You will be returned to the **Civil Judgment/Order Detail** page.



- 26) After being returned to the **Civil Judgment/Order Detail** page –
- a. Enter the **Order of Protection hearing date** in the **EXPR Date** field.
 - b. Click **Save**.

Note: If the **Temporary Order of Protection** has been **denied or dismissed**, enter the same **Judgment/Order** information except select a **Status** of **Denied or Dismissed**, generate a **TOP Order Dismissing** document, and set the **Case Status** to **Closed**. No more steps in this guide will be required. If the **Temporary Order of Protection** has been **Granted**, proceed to Step 27.

The screenshot shows the 'JUDGMENT/ORDER DETAIL' form. At the top, there are fields for 'EXPR DAYS' (set to 0) and 'EXPR DATE' (set to 11/12/2021). A red arrow labeled 'a.' points to the 'EXPR DATE' field. Below these fields is a 'COMMENT' text area. Underneath is a tabbed interface with 'Conditions', 'Actions', 'Tracking of Service', and 'Civil Costs'. The 'Conditions' tab is active, showing a table with columns 'SEL' and 'CONDITION'. At the bottom of the form, there are buttons for 'SAVE', 'PRINT', 'LIST', and 'CANCEL'. A red arrow labeled 'b.' points to the 'SAVE' button.

- 27) An **ROA** will appear indicating that the TOP has been granted. Click **Save** to save the ROA to the case.

The screenshot shows the 'AUTOMATIC CASE ENTRY' form. At the top, it says 'R O A S'. Below that, the case number 'CV-395-2021-0000005-OP' and 'CASE STATUS Pending' are displayed. The form contains several fields: 'CREATE ROA' (checked), 'POST ORDER' (set to 1), '*ROA DATE' (set to 10/15/2021 10:53 AM), 'ROA CODE' (set to CVTPORFIL), '*JUDGE' (set to Hileman, William Jr), '*ROA TEXT' (set to Temporary Order of Protection - Granted), and 'ACTION TYPE' (a dropdown menu). At the bottom, there are buttons for 'SAVE' and 'CANCEL'. A red arrow points to the 'SAVE' button.

28) From the **Left-Hand Navigation** panel, click the **Civil Hearings** button.

CIVIL CASE

- Associated Cases
- Case File Tracking
- Case Ledger
- Case Minutes
- Case Notes
- Case Relationships
- Case Status
- Civil Case
- Civil Case Style
- Civil Hearings
- Document Mgmt
- Document Service

CIVIL JUDGMENT/ORDER DETAIL

TYPE ▶ Temporary Order of Protection

*FILING DATE ▶ 10/15/2021 12:00 AM

*JUDGMENT SIGNED DATE ▶ 10/15/2021

*STATUS ▶ Granted

*STATUS DATE ▶ 10/15/2021

NAME	LITIGANT TYPE
Doe, Jane	Petitioner

JUDGMENT/ORDER DETAIL

29) From the **Civil Hearing Summary** page, click **Add Hearing**.

CIVIL HEARING SUMMARY ▶ CV-395-2021-0000005-OP Jane Doe vs. John Doe

CONTINUANCE ONLY ▶

HEARING TYPE	JUDGE	COURT ROOM
--------------	-------	------------

ADD HEARING ADD MULTIDAY HEARING REFRESH CANCEL

30) From the **Calendar Civil Hearing** page –

- Move the required hearing participants to the **Selected** field.
- Enter the appropriate **Docket Type** and a **Hearing Type** of **Order of Protection**.
- Enter the **Start Date** and **Start Time**.
- Click **Save**.

CALENDAR CIVIL HEARING ▶ CV-395-2021-0000005-OP Jane Doe vs. John Doe

Available: D, M - Subject

Selected: Doe, Jane - Petitioner; Doe, John - Respondent

PARTICIPANTS ▶

FILTER BY ▶ HEARING TYPE DOCKET TYPE

*HEARING TYPE ▶ Order of Protection

*DOCKET TYPE ▶ Civil

JUDGE ▶ Hileman, William Jr

COURT ROOM ▶

*START DATE ▶ 11/12/2021

*START TIME ▶ 09:00 AM

DURATION ▶ 0.0 Minutes

END DATE ▶ 00/00/0000

END TIME ▶ 00:00 AM

RESULT ▶

CONTINUANCE REASON ▶

CONTINUED BY ▶ Available: D, M - Subject; Doe, Jane - Petitioner; Doe, John - Respondent; Hileman, William Jr - Judge

COMMENT ▶

BATCH PRINT ▶

DAYS OUT TO SEARCH ▶

CONFLICT CHECK ATTORNEY ▶

CONFLICT CHECK ALL ▶

RETRIEVE

SAVE NEXT AVAILABLE ADD DELETE REFRESH CANCEL

31) An **ROA** will appear indicating that the hearing has been scheduled. Click **Save** to save the ROA to the case.

AUTOMATIC CASE ENTRY

ROA S

CV-395-2022-0000004-OP CASE STATUS Pending

CREATE ROA POST ORDER 1

*ROA DATE 10/15/2021 10:55 AM ROA CODE HEARSET

*JUDGE Hileman, William Jr

*ROA TEXT Hearing/Trial Scheduled (Order of Protection 11/12/2021| 9:00 AM William Hileman Jr)

ACTION TYPE

SAVE CANCEL

32) To generate the **TOP** document, navigate to **Cases → Documents → Document Processing**.

FULLCOURT ENTERPRISE

SEARCHES CASES ACCOUNTING SCHEDULING SUPERVISION DOC

TRAINER6 : ent/Order Summary Judgment/Or

CALEND W-395-2021-0000005-OP Jane Doe vs.

Selected: Doe, Jane - f Doe, John - f

Documents Batch Print Document Processing Mergecode Lookup

EXPUNGE UPDATE JUDGE

33) Select **TOP Temporary Order of Protection** and click **Process**.

DOCUMENTS

CASE NUMBER CV-395-2021-0000005-OP

PARTY Jane Doe

DOCUMENT CATEGORY Civil

*DOCUMENTS TOP Temporary Order of Protection

PROCESS

CANCEL

- 34) From the **Enter Additional Information** panel –
- Enter appropriate **Need Prompt** information.
 - Click **OK**.

DOCUMENTS

CASE NUMBER ▶ CV-395-2021-0000005-OP

PARTY ▶ Jane Doe

DOCUMENT CATEGORY ▶ Civil

*DOCUMENTS ▶ TOP Temporary Order of Protection

PROCESS

ENTER ADDITIONAL INFORMATION

RESPONDENT BODY MARKS ▶ Spider tattoo on neck

ENTER LAW ENFORCEMENT AGENCIES ▶ Big Sky Sheriff Dept

OK

CANCEL

- 35) Once the page refreshes to the view shown below, click the **EDIT** link.

DOCUMENTS

CASE NUMBER ▶ CV-395-2021-0000005-OP

PARTY ▶ Jane Doe

DOCUMENT CATEGORY ▶ Civil

*DOCUMENTS ▶ TOP Temporary Order of Protection

PROCESS

DOWNLOAD DOCUMENT ▶ **VIEW / EDIT**

ROA ▶

PRINT **INDEX TO CASE** **CANCEL**

- 36) **Scroll down the entire document, checking boxes and completing/editing text fields as needed.** Once data entry has been completed, print the document for Judge’s Signature.

<p>Temporary Order of Protection</p> <p><input type="checkbox"/> Temporary Ex Parte Order and Notice of Hearing</p> <p><input type="checkbox"/> Amended Temporary Order and Notice of Hearing</p>		<p>Case: No.CV-395-2021-0000005-OP</p> <p>Court: Whitefish Municipal Court</p> <p>County: Flathead, State of Montana</p> <p>Before: Honorable William Hileman Jr</p>																									
<p>Petitioner /Protected Person</p> <p style="text-align: center;">Jane Doe</p> <p style="text-align: center;">First Middle Last</p> <p><input checked="" type="checkbox"/> And/Or on behalf of family members (Protected Person/s) (List name / year of birth / sex)</p> <p><u>M D 2018 Male</u></p>		<p>Petitioner/Protected Person Identifiers</p> <p style="text-align: center;">2000</p> <p style="text-align: center;">Year of Birth of Petitioner</p> <p><input type="checkbox"/> Other Protected Person/s: (List name / year of birth / sex)</p>																									
<p>Respondent</p> <p style="text-align: center;">John Doe</p> <p style="text-align: center;">First Middle Last</p> <p>123 Elm Street, Big Sky, MT Respondent's Address</p> <p>Petitioner's/Protected Person's Relationship to Respondent:</p> <p><input type="checkbox"/> Married</p> <p><input checked="" type="checkbox"/> Were married, but are now separated</p> <p><input type="checkbox"/> Divorced</p>		<table border="1"> <thead> <tr> <th>SEX</th> <th>RACE</th> <th>YEAR OF BIRTH</th> <th>HT</th> <th>WT</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td style="text-align: center;">2020</td> <td></td> <td></td> </tr> <tr> <th>EYES</th> <th>HAIR</th> <th colspan="3">DISTINGUISHING FEATURES</th> </tr> <tr> <td></td> <td></td> <td colspan="3" style="text-align: center;">Spider tattoo on neck</td> </tr> <tr> <th colspan="5">DRIVER'S LICENSE STATE</th> </tr> </tbody> </table>	SEX	RACE	YEAR OF BIRTH	HT	WT			2020			EYES	HAIR	DISTINGUISHING FEATURES					Spider tattoo on neck			DRIVER'S LICENSE STATE				
SEX	RACE	YEAR OF BIRTH	HT	WT																							
		2020																									
EYES	HAIR	DISTINGUISHING FEATURES																									
		Spider tattoo on neck																									
DRIVER'S LICENSE STATE																											

37) Return to the Main Case page and click the **Document Service** button in the **Left-Hand Navigation** panel.

The screenshot shows the 'CIVIL CASE' page for case CV-395-2021-0000005-OP, Jane Doe vs. John Doe. The left-hand navigation panel is visible, with the 'Document Service' button highlighted in blue and a red arrow pointing to it. The main content area displays 'CASE INFORMATION' with various fields such as JUDGE (Hileman, William Jr), PROSECUTOR, CASE SUBTYPE (Order of Protection), FILING DATE (10/14/2021), and APPELLATE CASE NO.

38) From the **Civil Document Service Summary** page –

- Select the **Respondent** in the **Litigant** selection list.
- Select **Temporary Order of Protection** in the **Document Type** selection list.
- Click **Add**.

The screenshot shows the 'CIVIL DOCUMENT SERVICE SUMMARY' page for case CV-395-2021-0000005-OP, Jane Doe vs. John Doe. The 'LITIGANT' dropdown is set to 'John Doe (Respondent)' (labeled 'a.'), and the 'DOCUMENT TYPE' dropdown is set to 'Temporary Order of Protection' (labeled 'b.'). The 'RETRIEVE' button is highlighted with a red arrow. Below the dropdowns are buttons for 'ADD', 'DELETE', 'REFRESH', and 'CANCEL'. The 'ADD' button is highlighted with a red arrow (labeled 'c.').

39) From the **Civil Document Service Detail** page –

- Enter the **Issue Date**.
- Enter the **Assigned To** Agency.
- Set the **Status** to **Issued**.
- Click **Save**.

Note: Additional information may be entered in this page per court's local practice.

The screenshot shows the 'CIVIL DOCUMENT SERVICE DETAIL' page for case CV-395-2021-0000005-OP, Jane Doe vs. John Doe. The 'DOCUMENT TYPE' is 'TEMPORARY ORDER OF PROTECTION'. The 'ASSIGNED TO' dropdown is set to 'Big Sky Sheriff Dept' (labeled 'b.'). The '*ISSUE DATE' is '10/15/2021' (labeled 'a.'). The 'STATUS' dropdown is set to 'Issued' (labeled 'c.'). The 'SERVICE BY' field is empty and highlighted with a red arrow (labeled 'd.'). The 'FILER' dropdown is also empty. The 'COMMENT' field is empty. At the bottom, the 'SAVE' and 'CANCEL' buttons are visible.

40) An ROA will appear indicating that a TOP has been issued. Click **Save** to save the ROA to the case.

AUTOMATIC CASE ENTRY

ROA S

CV-395-2021-0000005-OP CASE STATUS Disposed

CREATE ROA POST ORDER

*ROA DATE ROA CODE

*JUDGE

*ROA TEXT

ACTION TYPE

SAVE **CANCEL**

41) Once the TOP document has been served and returned to the court, access the case in FCE and click the **Document Service** button in the **Left-Hand Navigation** panel.

42) From the **Civil Document Service Summary** page –

- Click the **Retrieve** button to retrieve the Document Service entry already on the case.
- Click the **Temporary Order of Protection** link to view the Document Service detail.

CIVIL DOCUMENT SERVICE SUMMARY CV-395-2021-0000005-OP Jane Doe vs. John Doe

LITIGANT DOCUMENT TYPE **RETRIEVE**

SEL	PARTY	DOCUMENT TYPE	STATUS	STATUS DATE	ISSUE DATE	ASSIGNED TO	APPEARANCE DATE	EXPIRED	SERVICE FEE
<input type="checkbox"/>	Doe, John	Temporary Order of Protection	Issued		10/15/2021	Big Sky Sheriff Dept			0.00
TOTAL									0.00

ADD **DELETE** **REFRESH** **CANCEL**

43) From the Document Service Detail page –

- In the **Status Date** field, enter the **current date**.
- Set the **Status** to **Served**.
- In the **Service Date** field, **enter the date the TOP Document was served**.
- Click **Save**.

DOCUMENT SERVICE DETAIL CV-395-2021-0000005-OP Jane Doe vs. John Doe

DOCUMENT TYPE ASSIGNED TO

*ISSUE DATE STATUS DATE

APPEARANCE DATE STATUS

EXPIRATION DATE SERVICE FEE

RETURN OF SERVICE

SERVICE BY

FILER

COMMENT

PRINT **SAVE** **REFRESH** **CANCEL**

44) An ROA will appear indicating that a TOP has been served. Click **Save** to save the ROA to the case.

AUTOMATIC CASE ENTRY

ROA S

CV-395-2021-0000005-OP CASE STATUS Disposed

CREATE ROA POST ORDER

*ROA DATE ROA CODE

*JUDGE

*ROA TEXT

ACTION TYPE

SAVE **CANCEL**

45) Once the Order of Protection hearing has been held, access the case in FCE and click the **Civil Hearings** button in the **Left-Hand Navigation** panel.

46) From the **Civil Hearing Summary** page, click the **Order of Protection** hearing link to view the hearing detail.

CIVIL HEARING SUMMARY CV-395-2021-0000005-OP Jane Doe vs. John Doe

CONTINUANCE ONLY

HEARING TYPE	JUDGE	COURT ROOM	START DATE
Order of Protection	William Hileman Jr		11/12/2021 - 09:00 AM

ADD HEARING **ADD MULTIDAY HEARING** **REFRESH** **CANCEL**

47) From the **Calendar Civil Hearing** page –

- Select the **Result of Hearing Held**.
- Click **Save**.

CALENDAR CIVIL HEARING CV-395-2021-0000005-OP Jane Doe vs. John Doe

Available: D, M - Subject Selected: Doe, Jane - Petitioner
Doe, John - Respondent

PARTICIPANTS

FILTER BY DOCKET TYPE

*HEARING TYPE Order of Protection *DOCKET TYPE Civil

JUDGE Hileman, William Jr **UPDATE JUDGE**

COURT ROOM

*START DATE 11/12/2021 *START TIME 09:00 AM

DURATION 0.0 Minutes

END DATE 11/12/2021 END TIME 09:00 AM

RESULT **Hearing Held**

CONTINUANCE REASON

Available: D, M - Subject Selected:
Doe, Jane - Petitioner
Doe, John - Respondent
Hileman, William Jr - Judge

CONTINUED BY

COMMENT **RETRIEVE**

*BATCH PRINT

SAVE **ADD** **DELETE** **PRINT** **REFRESH** **CANCEL**

48) An ROA will appear indicating that the hearing has been held. Click **Save** to save the ROA to the case.

AUTOMATIC CASE ENTRY

ROA S

CV-395-2021-0000005-OP CASE STATUS Disposed

CREATE ROA POST ORDER

*ROA DATE ROA CODE

*JUDGE

*ROA TEXT

ACTION TYPE

SAVE **CANCEL**

49) From the Main Case page, open the **Judgment/Orders** page from the **Left-Hand Navigation** panel.

CIVIL CASE LOOKUP CV 2021 0000005 RETRIEVE

CIVIL CASE CV-395-2021-0000005-OP Jane Doe vs. John Doe CASE STATUS Disposed - Oct 15, 2021

CASE INFORMATION

JUDGE APPELLATE CASE NO.

PROSECUTOR LOCATION

CASE SUBTYPE FILING DATE

FILE LOCATION APPEAL DATE

REMAND DATE APPEAL ACCEPTED DATE

DOM. VIOLENCE APPEAL UPHELD DATE

JURISDICTION UNDER ADVISEMENT DATE

PHYSICAL FILE PREVIOUS CASE NO.

SEALED OTHER AGENCY CASE NO.

NEXT HEARING JURY REQUESTED

BATCH LABEL JURY VERDICT

COMPLEX CASE CLASS ACTION

EXCEPTIONAL CASE

ROAS

TRANSFER DATE

COMMENT

LITIGANTS 1 - 3 of 3

SEL	LITIGANT	STATUS	ROLE	ATTORNEY	CASE RELATIONSHIP
<input type="checkbox"/>	Doe, Jane		Petitioner		N

50) From the **Civil Judgment/Order Summary** page, click **Add**.

CIVIL JUDGMENT/ORDER SUMMARY CV-395-2021-0000005-OP Jane Doe vs. John Doe CASE STATUS Disposed - Oct 15, 2021

SEL	JUDGMENT/ORDER TYPE	FILING DATE	JUDGMENT SIGNED DATE	STATUS
<input type="checkbox"/>	Temporary Order of Protection	10/15/2021 12:00 AM	10/15/2021	Granted

ADD **DELETE** **LIST** **REFRESH** **CANCEL**

51) From the **Add Judgment/Order** pop-up window, select **Order of Protection** and click **Add**.

Add Judgment/Order

JUDGMENT/ORDER TYPE

ADD **CANCEL**

- 52) From the **Civil Judgment/Order Detail** page –
- Enter the **Filing, Judgment Signed, and Status Dates**.
 - Enter a **Status of Granted**.
 - Click the **Select Litigants** button.

CIVIL JUDGMENT/ORDER DETAIL

TYPE ▶ Order of Protection

*FILING DATE ▶ 10/18/2021 12:00 AM

*JUDGMENT SIGNED DATE ▶ 10/18/2021

*STATUS ▶ Granted

*STATUS DATE ▶ 10/18/2021

LITIGANTS ▶ No selected litigants

SELECT LITIGANTS

EXPR DAYS ▶ 0

EXPR DATE ▶ 10/17/2021

COMMENT ▶

- 53) From the **Select Litigants** pop-up window –
- Click the **All** link to select all Litigants.
 - Click **OK**. You will be returned to the **Civil Judgment/Order Detail** page.

Select Litigants

LITIGANTS

LITIGANT	ACTION TYPE	FILING DATE	FILING ROLE
<input checked="" type="checkbox"/> D, M - Subject			
<input checked="" type="checkbox"/> Doe, Jane - Petitioner	Petition for Temporary Order of Protection	10/14/2021	Filer
<input checked="" type="checkbox"/> Doe, John - Respondent	Petition for Temporary Order of Protection	10/14/2021	Respondent

Select: All | None

OK **CANCEL**

54) After being returned to the **Civil Judgment/Order Detail** page –

a. Enter the Order of Protection expiration date **EXPR Date** field.

b. Click **Save**.

Note:

- **If the Order of Protection has been denied or dismissed**, enter the same **Judgment/Order** information except select a **Status** of **Denied or Dismissed**, generate a **TOP Order Dismissing** document, and set the **Case Status** to **Closed**. No more steps in this guide will be required.

JUDGMENT / ORDER DETAIL

EXPR DAYS ▶ 0 EXPR DATE ▶ 10/18/2050

COMMENT ▶

Conditions Actions Tracking of Service Civil Costs

SEL	CONDITION
-----	-----------

ADD

SAVE PRINT LIST CANCEL

55) ROAs will appear indicating that the Order of Protection has been granted and that the case status has been set to Disposed. Click **Save** to save the ROAs to the case.

AUTOMATIC CASE ENTRY

ROAS

CV-395-2021-0000005-OP CASE STATUS ▶ Disposed

CREATE ROA ▶ POST ORDER ▶ 1

*ROA DATE ▶ 10/18/2021 10:19 AM ROA CODE ▶ CVORFIL

*JUDGE ▶ Hileman, William Jr

*ROA TEXT ▶ Order of Protection - Granted

ACTION TYPE ▶

SAVE CANCEL

AUTOMATIC CASE ENTRY

ROAS

CV-395-2021-0000005-OP CASE STATUS: Disposed

CREATE ROA POST ORDER: 1

*ROA DATE: 10/18/2021 10:19 AM ROA CODE: STATCHG

*JUDGE: Hileman, William Jr

*ROA TEXT: Case Status Changed: Disposed

ACTION TYPE:

56) To generate the **Order of Protection** document, navigate to **Cases → Documents → Document Processing**.

FULLCOURT ENTERPRISE

SEARCHES | **CASES** | ACCOUNTING | SCHEDULING | SUPERVISION | DOCUMENTS

Batch Processes
Charge Entry
Citation Entry
Civil Case
Civil Cases Without Litigants
Civil Filing
Courtroom Processing
Criminal Case
Documents
Expunge
FullCase Error Messages
Import Export

Batch Print
Document Processing
Mergecode Lookup

57) Select **TOP Final Order of Protection** and click **Process**.

DOCUMENTS

CASE NUMBER: CV-395-2021-0000005-OP

PARTY: Jane Doe

DOCUMENT CATEGORY: Civil

*DOCUMENTS: **TOP Final Order of Protection**

- 58) From the **Enter Additional Information** panel –
- Enter appropriate **Need Prompt** information.
 - Select the **Order of Protection Judgment Order** radio button.
 - Click **OK**.

DOCUMENTS

CASE NUMBER ▶ CV-395-2021-0000005-OP

PARTY ▶ Jane Doe

DOCUMENT CATEGORY ▶ Civil

*DOCUMENTS ▶ TOP Final Order of Protection

PROCESS

ENTER ADDITIONAL INFORMATION

RESPONDENT BODY MARKS ▶ Spider Tattoo on neck

ADD ADDITIONAL PERSONS ▶

ADD ADDITIONAL PLACES ▶

LIST FIREARMS ▶

ENTER LAW ENFORCEMENT AGENCY ▶ Big Sky Sheriff Dept

SELECT JUDGMENT ORDER

SEL	FILING DATE	STATUS	JUDGMENT/ORDER TYPE
<input type="radio"/>	10/15/2021 12:00 AM	GRANTED	TEMPORARY ORDER OF PROTECTION
<input checked="" type="radio"/>	10/18/2021 12:00 AM	GRANTED	ORDER OF PROTECTION

CANCEL **OK**

- 59) Once the page refreshes to the view shown below, click the **EDIT** link.

DOCUMENTS

CASE NUMBER ▶ CV-395-2021-0000005-OP

PARTY ▶ Jane Doe

DOCUMENT CATEGORY ▶ Civil

*DOCUMENTS ▶ TOP Final Order of Protection

PROCESS

DOWNLOAD DOCUMENT ▶ VIEW / EDIT

ROA ▶

PRINT **INDEX TO CASE** **CANCEL**

- 60) **Scroll down the entire document, checking boxes and completing/editing text fields as needed.** Once data entry has been completed, print the document for Judge’s Signature.

<p>Protection Order</p> <p><input checked="" type="checkbox"/> Order After Hearing</p> <p><input type="checkbox"/> Amended Order</p> <p>Date of Issuance: October 18, 2021</p> <p>Order Expires: October 18, 2050</p>		<p>Case: No.CV-395-2021-0000005-OP</p> <p>Court: Municipal Court</p> <p>County: Flathead, State of Montana</p> <p>Before: Honorable William Hileman Jr</p>
<p>Petitioner /Protected Person</p> <p style="text-align: center;">Jane Doe</p> <p style="text-align: center;">First Middle Last</p> <p><input checked="" type="checkbox"/> And/Or on behalf of family members (Protected Person/s) (List name / year of birth / sex)</p>	<p>Petitioner/Protected Person Identifiers</p> <p style="text-align: center;">2000</p> <p style="text-align: center;">Year of Birth of Petitioner</p> <p><input type="checkbox"/> Other Protected Person/s: (List name / year of birth / sex)</p>	

61) Return to the Main Case page and click the **Document Service** button in the **Left-Hand Navigation** panel.

The screenshot shows the 'CIVIL CASE' page for case CV-395-2021-0000005-OP, Jane Doe vs. John Doe. The left-hand navigation panel is visible, with the 'Document Service' button highlighted in blue and a red arrow pointing to it. The main content area displays 'CASE INFORMATION' with various fields such as JUDGE (Hileman, William Jr), PROSECUTOR, CASE SUBTYPE (Order of Protection), FILING DATE (10/14/2021), and APPELLATE CASE NO.

- 62) From the **Civil Document Service Summary** page –
- Select the **Respondent** in the **Litigant** selection list.
 - Select **Order of Protection** in the **Document Type** selection list.
 - Click **Add**.

The screenshot shows the 'CIVIL DOCUMENT SERVICE SUMMARY' page for case CV-395-2021-0000005-OP, Jane Doe vs. John Doe. The 'LITIGANT' dropdown is set to 'John Doe (Respondent)' (labeled 'a.'), and the 'DOCUMENT TYPE' dropdown is set to 'Order of Protection' (labeled 'b.'). The 'RETRIEVE' button is highlighted with a red arrow. Below the dropdowns are buttons for 'ADD', 'DELETE', 'REFRESH', and 'CANCEL'. The 'ADD' button is highlighted with a red arrow (labeled 'c.').

- 63) From the **Civil Document Service Detail** page –
- Enter the **Issue Date**.
 - Enter the **Assigned To Agency**.
 - Set the **Status** to **Issued**.
 - Click **Save**.

Note: Additional information may be entered in this page per court's local practice.

The screenshot shows the 'CIVIL DOCUMENT SERVICE DETAIL' page for case CV-395-2021-0000005-OP, Jane Doe vs. John Doe. The 'DOCUMENT TYPE' is 'ORDER OF PROTECTION'. The 'ASSIGNED TO' dropdown is set to 'Big Sky Sheriff Dept' (labeled 'b.'). The '*ISSUE DATE' is '11/12/2021' (labeled 'a.'). The 'STATUS' is 'Issued' (labeled 'c.'). The 'SERVICE BY' field is empty. The 'FILER' dropdown is empty. The 'COMMENT' field is empty (labeled 'd.'). At the bottom are 'SAVE' and 'CANCEL' buttons.

64) An ROA will appear indicating that an OOP has been issued. Click **Save** to save the ROA to the case.

AUTOMATIC CASE ENTRY

ROA S

CV-395-2021-0000005-OP CASE STATUS Disposed

CREATE ROA POST ORDER

*ROA DATE ROA CODE

*JUDGE

*ROA TEXT

ACTION TYPE

SAVE **CANCEL**

65) Once the OOP document has been served and returned to the court, access the case in FCE and click the **Document Service** button in the **Left-Hand Navigation** panel.

66) From the **Civil Document Service Summary** page –

- Click the **Retrieve** button to retrieve the Document Service entries already on the case.
- Click the **Order of Protection** link to view the Document Service detail.

CIVIL DOCUMENT SERVICE SUMMARY CV-395-2021-0000005-OP Jane Doe vs. John Doe

LITIGANT DOCUMENT TYPE **RETRIEVE** **a.**

SEL	PARTY	DOCUMENT TYPE	STATUS	STATUS DATE	ISSUE DATE	ASSIGNED TO	APPEARANCE DATE	EXPIRED	SERVICE FEE
<input type="checkbox"/>	Doe, John	Temporary Order of Protection	Served	10/15/2021	10/15/2021	Big Sky Sheriff Dept			0.00
<input type="checkbox"/>	Doe, John	Order of Protection	Issued		11/12/2021	Big Sky Sheriff Dept			0.00
TOTAL									0.00

ADD **DELETE** **REFRESH** **CANCEL**

b.

67) From the Document Service Detail page –

- In the **Status Date** field, enter the **current date**.
- Set the **Status** to **Served**.
- In the **Service Date** field, **enter the date the OOP Document was served**.
- Click **Save**.

DOCUMENT SERVICE DETAIL CV-395-2021-0000005-OP Jane Doe vs. John Doe

DOCUMENT TYPE ASSIGNED TO

*ISSUE DATE STATUS DATE **a.**

APPEARANCE DATE STATUS **b.**

EXPIRATION DATE SERVICE FEE

RETURN OF SERVICE SERVICE DATE **c.**

SERVICE BY

FILER

COMMENT **d.**

PRINT **SAVE** **REFRESH** **CANCEL**

68) An ROA will appear indicating that an OOP has been served. Click **Save** to save the ROA to the case.

AUTOMATIC CASE ENTRY

ROAS

CV-395-2021-0000005-OP CASE STATUS Disposed

CREATE ROA	<input checked="" type="checkbox"/>	POST ORDER	<input type="text" value="1"/>
*ROA DATE	<input type="text" value="11/13/2021 11:13 AM"/>	ROA CODE	<input type="text" value="DOCSERCV"/>
*JUDGE	<input type="text" value="Hileman, William Jr"/>		
*ROA TEXT	<input type="text" value="Order of Protection served on John Doe, 11/13/2021 Service Fee"/>		
ACTION TYPE	<input type="text"/>		

SAVE **CANCEL**

